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Registered Charity No. 1100722

ASSISTANT SUPPORT WORKER

ROLES AND RESPONSIBILITIES

Autism Bedfordshire's services are provided by means of specific funding processes. Where these become unavailable it may mean a restriction or suspension of services. The position detailed in this document is subject to specific funding availability. Autism Bedfordshire are not able to guarantee the duration, location or availability of this position. Where specific funding is not available every endeavour will be made to find a reasonable alternative to the agreed terms of association. In some cases this may not be possible. This does not affect your statutory rights.

Agreed Terms of Association: Up to 8 hours per day during summer activity scheme week plus training day and taster session.

Valid From: 1st October 2009

Line Management: Senior Team Leader and Team Leaders

Responsibilities

- Carry out all duties in line with Autism Bedfordshire's Policies and Procedures, Activity Programmes, Risk Assessments, Measurable Outcome Plans and Behaviour Management Strategies.
- Provide assistance and cover for allocated Support Workers in supporting individuals in our care under direction and guidance from the Senior Team Leader and Team Leaders.
- Ensure that duties are carried out to the required level to ensure the health, safety and welfare of individuals in our care at all times.
- Document individual arrival and departure on site in Autism Bedfordshire's attendance registers.
- Display professional conduct and ensure that your attire is appropriate at all times.
- Carry out allocated duties to assist in the setting-up, running and clearing away of scheduled Autism Bedfordshire activities under direction and guidance from the Senior Team Leader and Team Leaders.
- Take individual responsibility in ensuring you have had access to sufficient welfare breaks reporting any needs to the Senior Team Leader and Team Leaders.
- Make known to the Senior Team Leaders and Team Leaders areas where these are able to support you in your individual professional development.
- Report concerns in any areas of your duties to the Senior Team Leader and Team Leaders.

Health, Safety and Welfare

- Carry out all duties in line with Autism Bedfordshire's Health, Safety and Welfare policies.

- Take individual responsibility in ensuring you are aware of individuals in our care's specific medical and welfare requirements, and the measures in place to provide these when you are allocated to support specific individuals.
- Ensure that any areas you have been allocated to supervise are checked for safety, suitability and hazards prior to the beginning of, and following the end of scheduled Autism Bedfordshire activities.
- Ensure that hazards are recorded and reported to the Senior Team Leader and the Team Leaders, and that appropriate action is taken to ensure the Health, Safety and Welfare of all people on site.
- Take individual responsibility in ensuring that Health, Safety and Welfare policies are implemented and that relevant notices are displayed as required.
- Report to the Senior Team Leader and the Team Leaders the need for additional training, resources and procedures as required.
- Take individual responsibility in ensuring you are aware of First-Aid provisions on site including the identity and whereabouts of First-Aiders.
- Report all Accidents, Near Misses and Incidents to the Senior Team Leader and the Team Leaders and ensure that these have been documented and reported to the Development Team.

Fire and Emergency Procedures

- Adhere to specific Fire and Emergency Evacuation requirements for facilities accessed by Autism Bedfordshire.
- Record your individual arrival and departure times on site in the Fire Register.
- Participate in scheduled Fire and Emergency Evacuation practices.

Policies and Procedures

- Carry out all duties in line with Autism Bedfordshire's Policies and Procedures.
- Take individual responsibility in ensuring you have received, read and understood Autism Bedfordshire's Policies and Procedures and carry out your duties within these directives.
- Report safeguarding concerns to Autism Bedfordshire's Safeguarding Officer.
- Ensure all confidential material is kept in secure storage in line with Autism Bedfordshire's Data Protection & Confidentiality Policies.

Administration and Other Duties

- Assist Senior Team Leader and Team Leaders in ensuring that good working relationships are developed and maintained with venues accessed by Autism Bedfordshire's services.
- Ensure premises are left clean and tidy following scheduled Autism Bedfordshire activities and that breakages are reported to the Senior Team Leader and Team Leaders.
- Inform the Senior Team Leader and Team Leaders of information becoming apparent that will either directly or indirectly affect the running of scheduled Autism Bedfordshire activities.
- Under guidance from the Senior Team Leader and Team Leaders carry out administration work as required to assist the running of scheduled Autism Bedfordshire activities.
- Where required carry out additional duties not specified in the Terms of Association in agreement with the Senior Team Leader and Team Leaders.

Family, Child, Young Person and Individual Attendance

- Ensure individual in our care's arrival and departure on site is recorded on the attendance registers prior to, and following scheduled Autism Bedfordshire activities.
- Ensure that only known parents/carers/staff take over responsibility for individuals in our care.
- Ensure that only individuals on Autism Bedfordshire's attendance registers access scheduled activities.
- Make known any additional requirements that individuals in our care may have to the Senior Team Leader and Team Leaders.
- Assist the Senior Team Leader and Team Leaders in ensuring that where required, parents/carers remain on site at all times and are responsible for their dependants.

Scheduled Activities

- Assist the Senior Team Leader and Team Leaders in setting up safe areas for scheduled activities.
- Under guidance from the Senior Team Leader and Team Leaders promote social and communication development through stimulating activities appropriate to age range and abilities.
- Work in line with Autism Bedfordshire's Activity Schedules detailing the content, resources and objectives for scheduled activities.
- Ensure that Risk Assessments have been completed for all scheduled activities, visiting external agencies and venues utilised prior to individuals in our care accessing these.
- Work in line with government initiatives and agendas promoting the best interests of individuals in our care within scheduled activities.
- Where required arrange for refreshments to be provided for individuals accessing our services.
- Provide feedback from individuals accessing our services to the Senior Team Leader and Team Leaders.

PERSON SPECIFICATION – ASSISTANT SUPPORT WORKER

PERSONAL QUALITIES	ESSENTIAL	DESIRABLE
Good Organisational Skills		X
Good Communication Skills		X
Good Delegation Skills		X
Good Mediation Skills		X
Commitment to Seek and Promote the Best Interests of Individuals in Our Care at All Times	X	
Commitment to Equal Opportunities	X	
Commitment to Health Safety and Welfare	X	
Empathy for Individuals in Our Care Specific Requirements	X	
Ability to Relate Sensitively to Parents or Guardians		X
Ability to Display Professional Conduct at All Times	X	
Ability to Use Initiative		X
Ability to Work Under Pressure		X
Ability to Solve Problems as They Arise		X
Ability to Positively Motivate Self and Others		X
Ability to Work Within a Team	X	
Ability to Communicate Effectively With Individuals in Our Care, Parents, Guardians and Staff		X
Ability to Demonstrate a Flexible Approach in the Work Environment		X
Willing to Learn New Skills	X	
Experience of Writing and Presenting Reports		X
Have Access to Own Transport		X

WORK EXPERIENCE	ESSENTIAL	DESIRABLE
Working in the Voluntary Sector		X
Experience of Health/Education/Social Care Roles		X
Experience of Managing Challenging Behaviour		X

KNOWLEDGE	ESSENTIAL	DESIRABLE
Knowledge of Autism		X
Knowledge of Asperger's Syndrome		X
Knowledge of Special Education Needs		X
The use of Visual Structure to Support Individuals With ASC. (Signs, Symbols and Schedules)		X
Knowledge of Computer Applications (Microsoft Office)		X
Knowledge of HSE Requirements (Health and Safety Executive)		X
Knowledge of OFSTED (Office for Standards in Education) and/or CSCI (Commission for Social Care Inspection)		X
Knowledge of National Strategies affecting Individuals in Our Care		X

QUALIFICATIONS	ESSENTIAL	DESIRABLE
GCSEs or Equivalent Qualifications		X
Health/Education/Social Care Qualifications (Level 3)		X

First Aid Certification		X
Food Hygiene Certification		X
Health, Safety and Welfare Training		X